



Defense Travel Management Office



WELCOME

D-100

DTA Maintenance Tool Overview



D-100 DTA Maintenance Tool Overview

Topic:

DTA Maintenance Tool – Overview

Target Audience:

Lead Defense Travel Administrators (LDTAs) and
Organizational Defense Travel Administrators
(ODTAs)

Time:

Approximately 60 minutes

Pre-Requisites:

None



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk:



ATTENDANCE CREDIT



SELECT: *GUEST*

**ENTER: *FULL NAME + SERVICE/AGENCY
INITIALS***

Acrobat® Connect™ Professional

F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

***Helen
Smith/DTMO***

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

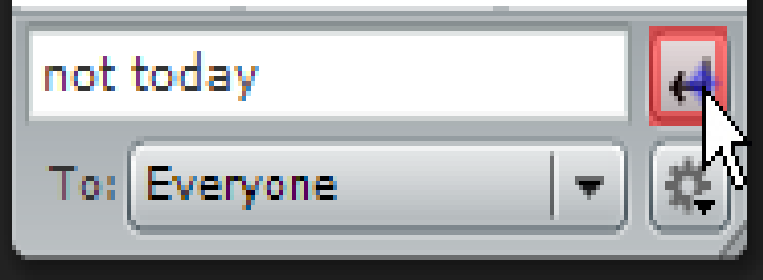


COMMUNICATING IN CLASS



Jacquie Beck - guest:

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?





TRAINING OBJECTIVES

- DTS Users & Administrators
- DTS Document Processing
- DTS Functions
- DTA Maintenance Tool Modules
- DTS Permission Levels
- Accessing the Modules



USERS & ADMINISTRATORS

- **TRAVELERS**

- Create and sign authorizations and vouchers
- Access their own personal information

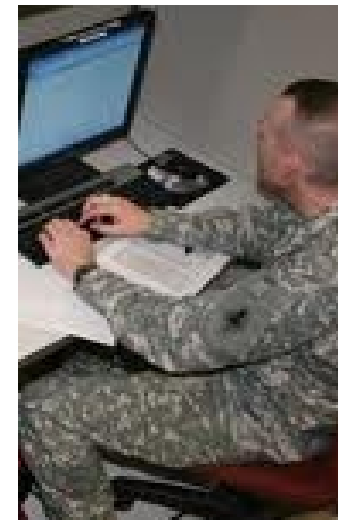


- **TRAVEL CLERKS**

- Start and sign authorizations for others
- Create and edit vouchers for others

- **NDEAs - NON-DTS ENTRY AGENTS**

- Start and sign authorizations for others
- Create and edit vouchers for others
- Submit a voucher on behalf of someone else





LDTA ROLE

- Accountable Official
 - Appointed in writing
 - DD-577 signed and on file
- DTS Team Lead – Sustainment Mgr.
 - Current on DTS functions
 - Maintain local business processes
 - Oversees ODTAs & FDTAs
 - Develops and executes training plan





LDTA RESPONSIBILITIES

- Assigns roles and permission levels
- Maintains traveler profile information
- Manages org routing structure
- Adds, detaches, employees
- Reports problems to the TAC





ODTA RESPONSIBILITIES

- Administer DTS in assigned organization
 - Primary POC for subordinate organizations
 - Assist their LDTA with DTS administration
-
- Create and maintain:
 - Routing Lists
 - Groups
 - People
 - Lines of Accounting
-
- Identify finance and budget support personnel





DTS DOCUMENT PROCESSING

- Authorizations..... DD 1610
- Vouchers from Authorization..... DD 1351-2
- Local VouchersSF 1164
- Group Authorizations
- Adjustments
- Amendments





DTS FUNCTIONS & PROCESSES

FUNCTION	POSITION
ROUTE & REVIEW	Routing Official
	<ul style="list-style-type: none">▪ Review, Certify, and Approve travel documents
BUDGET	Finance DTA
	<ul style="list-style-type: none">▪ View or edit budget data▪ Report
CBA MODULE	Transportation Officer or CBA Specialist
	<ul style="list-style-type: none">▪ Review or audit budget information



DTS FUNCTIONS (Cont.)

FUNCTION	POSITION
DTA MAINTENANCE TOOL	DTAs
<ul style="list-style-type: none">▪Organizations▪Routing Lists▪Groups▪People▪Lines of Accounting	
READ ONLY ACCESS	AUDITORS

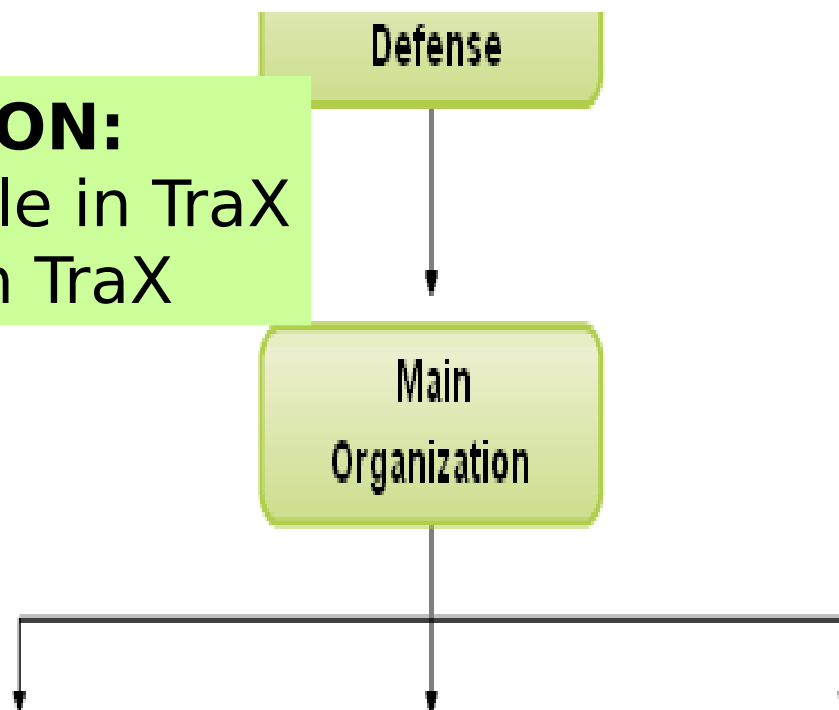


ORGANIZATIONS IN DTS

- Resources in DTS are owned by orgs
- DTS uses hierarchical structure
- Org names detail a location within the DoD

ADDITIONAL INFORMATION:

- o Web Based Training Module in TraX
- o Knowledge Center FAQs in TraX



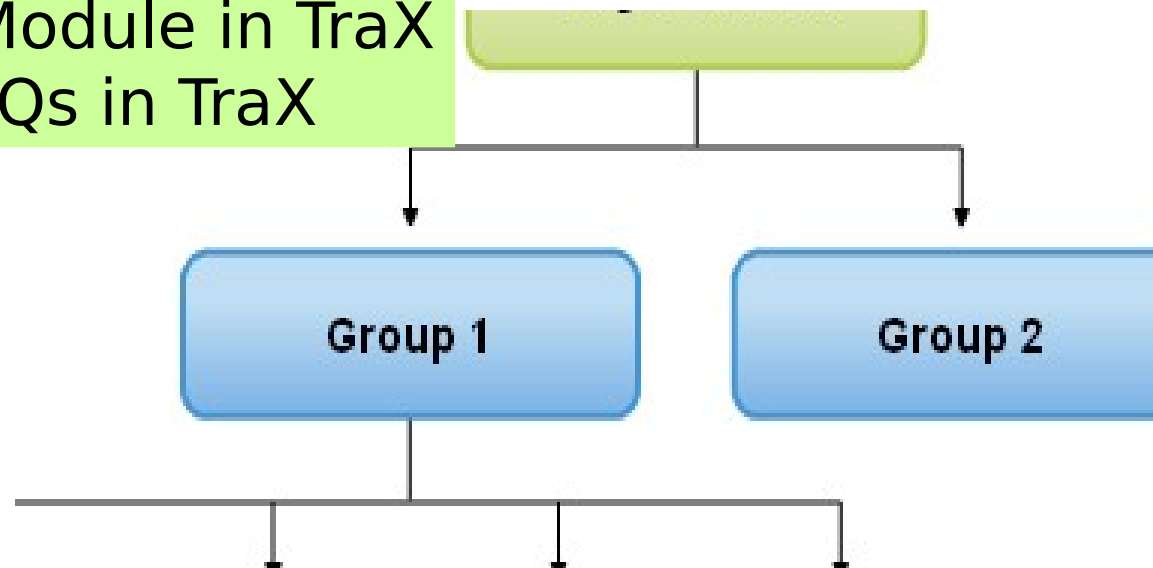


MANAGING GROUPS IN DTS

- Electronic list of traveler names
- Every traveler must belong to at least one group
- Opens or restricts access to traveler data
- GGMR permits addition of an org to a group

ADDITIONAL INFORMATION:

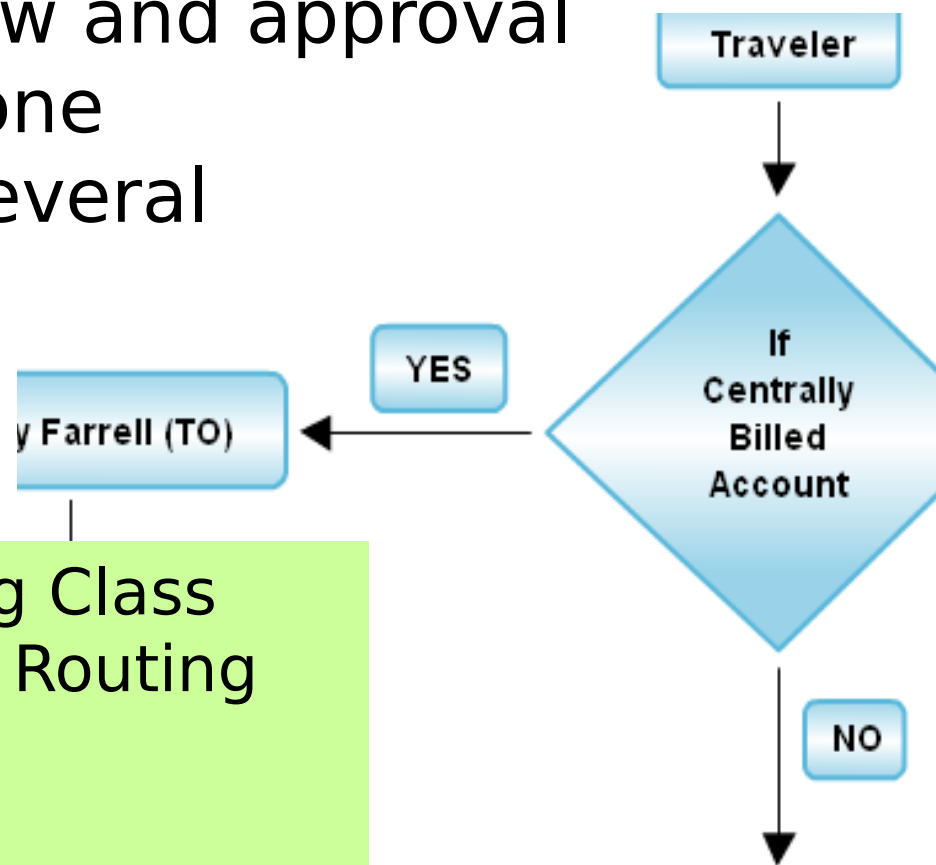
- o Web Based Training Module in TraX
- o Knowledge Center FAQs in TraX





ROUTING LISTS IN DTS

- Electronic chain of routing/approving officials
- Identifies order of review and approval
- Every org has at least one
- Large orgs may have several



D-115 Distance Learning Class
DTA Maintenance Tool – Routing
Lists

OR

Web Based Training Module in
TraX



MANAGING PEOPLE IN DTS

- DTAs manage user personal information
- DTAs receive, delete and detach people
- Profiles created by the user or the DTA
- All people associated to 1 org, 1 routing list and 1 group

D-120 Distance Learning Class
DTA Maintenance Tool – People
OR
Web Based Training Module in TraX





LOAs & BUDGETS IN DTS



- Defense Travel System
 - Not an accounting system
 - Tracks expense estimates and actuals
 - ROs determine funds available to travel
- Connecting Orgs to LOAs to Budgets
- Orgs associated to LOAs or "Fund Cites"
- LOAs are strings of data elements
- LOAs automatically link with Budgets
- Budgets are access via Navigation > Admin
- Budgets are **NOT** in the DTA Maintenance Tool



MANAGING LOAs & BUDGETS

- FDTA handles LOAs and budgets
- FDTA designation requires:
 - Appointed in writing: DD 577
 - Org access granted to orgs to be monitored
 - DTS Permission Levels: 0,1,3, and 6

- **F-100 Distance Learning - LOA**
- **F-101 Distance Learning - Budgets**
- **Local Service/Agency Specific Class**

OR

- **Web Based Training Module in**



DTS REPORTS SCHEDULER

- Ensures cost effectiveness and accountability
- DTS Home Page > Navigation Bar > Reports
- Access controlled locally with Permission Levels
- Six different types of reports available
 - Status Reports
 - Routing Reports
 - Individual (Traveler) Reports
 - CTO/Travel Reports
 - MIS Reports
 - Partner System Reports

**Instruction available via:
WBT Module in TraX**



DTS REPORTS

Report Type	Results
Status	Signed, Departure, Return, Approved, Traveler
Routing	Adjustments, Routing Status
Individual	PosAck Delinquency, Unsubmitted Voucher, Constructed Travel
CTO : Travel Related	FPLP/FEMA, Reason Code, Reason Justification, CTO Fee, Unused Tickets
MIS - COCNOS	Aggregate DTS information



DTA's WELCOME SCREEN

Logged In As: HELEN D OSDPR-A

[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[Logoff](#)

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome HELEN D OSDPR-A

Organization: HTUSDPRSUB1

Org Access: HTUSDPRSUB1

Group Access: TRAVEL

Permission: 0,1,2,3,4,5,6

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

[Back to Top](#)



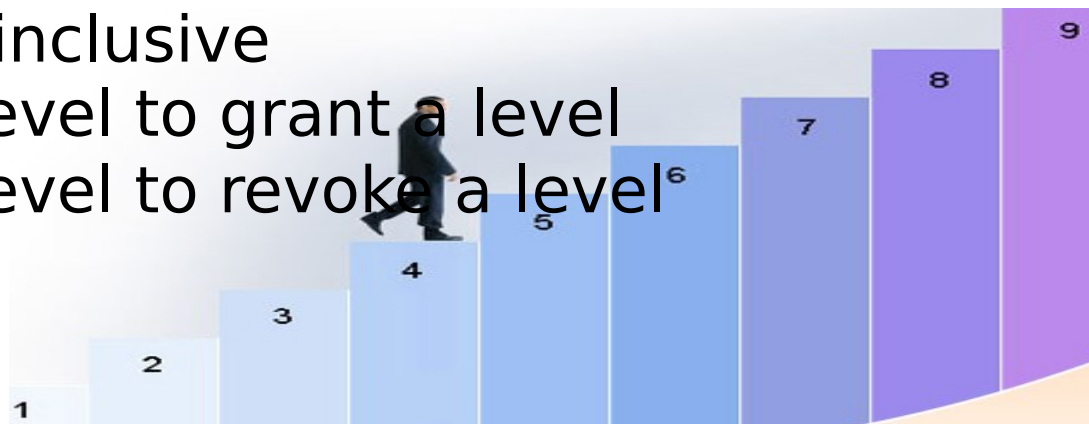
PERMISSION LEVELS

KEY POINTS:

- Define functions or tasks performed in DTS
- Control individual access to DTS modules and functions
- Distributed only as appropriate to each individual's role(s)

COMMON CHARACTERISTICS:

- Ten levels range from 0 to 9
- Every user assigned at least on level
- Not cumulative or inclusive
- User must hold a level to grant a level
- User must hold a level to revoke a level





PERMISSIONS AND FUNCTIONS

te/Sign Documents	0
ss Maintenance Tool/View Budget	1
ss Route & Review	2
Default Document Status Stamp	2
gate Authority	2
udget and Traveler's EFT data	3



PERMISSIONS AND FUNCTIONS (Cont.)

Function	Permission Level
Manage Organizations & Routing Lists	5
Manage Groups & People	5
Manage Lines of Accounting	6
Manage Due US Vouchers	6
Manage Service/Agency Functions	7



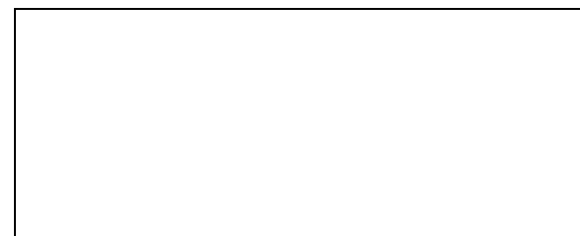
DTA ROLES & DTS PERMISSIONS

PERMISSION LEVELS AND FUNCTIONS

PERMISSION

LEVELS FUNCTIONS

0	CREATE/SIGN DOCUMENTS
1	ACCESS MAINTENANCE TOOL/VIEW
2	ACCESS ROUTE & REVIEW
2	EDIT DEFAULT DOCUMENT STATUS
2	DELEGATE AUTHORITY
3	EDIT BUDGET AND TRAVELER'S EFT
3	ENTER MANUAL TRANSACTIONS IN A
4	RECONCILE CENTRALLY BILLED ACC
5	EDIT ORGANIZATIONS & ROUTING L
5	EDIT GROUPS & PEOPLE
6	EDIT LINES OF ACCOUNTING
6	TRACK DUE US VOUCHERS



PERMISSION LEVELS NEEDED BASED ON DTS ROLES

on Level 0	0%
on Level 1	0%
on Level 2	0%
on Level 3	0%
on Level 4	0%
on Level 5	0%
on Level 6	0%
on Level 7	0%
on Level 8	0%
on Level 9	0%
<input type="checkbox"/> Broadcast Result	



ACCESS RIGHTS IN DTS

- **ORGANIZATION ACCESS**
 - Works with Permission Levels
 - Limits DTA access to organization (to view, edit, create)
 - Hierarchical
- **GROUP ACCESS** (Users with Permission Level 0)
 - View, create, edit travel docs for other travelers
- **READ ONLY ACCESS**
 - Permits viewing of document; no editing
 - Benefits Auditor and TOs (CBA reconciliation)



ACCESSING DTS AS A DTA

Logged In As: HELEN D OSDPR-A

[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[Logoff](#)

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome HELEN D OSDPR-A

Organization: HTUSDPRSUB1

Org Access: HTUSDPRSUB1

Group Access: TRAVEL

Permission: 0,1,2,3,4,5,6

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

[Back to Top](#)



DOCUMENT ACCESS



Defense Travel System
A New Era of Government Travel

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Org Access: HTUS

Group Access: TRAV

Permission: 0,1,2

Message Center



Defense Travel System
A New Era of Government Travel

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Welcome

Organ

Org Access: HTUSDPRSUB1

Group Access: TRAVEL

Permission: 0,1,2,3,4,5,6

Documents Awaiting Your Approval

My Signed Documents

Document Name

Current
Status

No documents found



TRAVELER SETUP

Logged In As: HELEN D OSDPR-A

[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[Logoff](#)

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome HELEN D OSDPR

Organization: HTUSDPRSUE

Org Access: HTUSDPRSUE

Group Access: TRAVEL

Permission: 0,1,2,3,4,5,6

Form Preferences

Available Routing Lists

Delegate Authority

User Preferences

Rates Lookup

Travel Teams

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
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No documents found.

Message Center

[Back to Top](#)



ACCESSING REPORTS

Logged In As: HELEN D OSDPR-A

[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[Logoff](#)

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome HELEN D OSDPR-A

Organization: HTUSDPRSUB1

Org Access: HTUSDPRSUB1

Group Access: TRAVEL

Permission: 0,1,2,3,4,5,6

[Report Scheduler](#)

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
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No documents found.

Message Center

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ADMINISTRATIVE RESOURCES

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[Help for this screen](#)



Defense Travel System
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[Logoff](#)

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome HELEN D OSDPR-A

Organization: HTUSDPRSUB1

Org Access: HTUSDPRSUB1

Group Access: TRAVEL

Permission: 0,1,2,3,4,5,6

Document

Self Registration Admin

DTA Maintenance Tool

Budget

Route & Review

Calculate Distance

Approval --> [Click Here](#)

My Signed

Document Name

Current
Status

Departure
Date

Type

No documents found.

Message Center

[Back to Top](#)



MAINTENANCE TOOL HOME



Defense Travel System
A New Era of Government Travel

User Name: HELEN OSDPR-A

Organization Access: HTUSDPRSUB1

Group Access: HTUSDPRSUB1 - TRAVEL

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: November 13, 2007 - 10:26 EST

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools:

DTA Maintenance Home ▼

<< Select an option from the DTA Tools dropdown.

DTA Maintenance Home

Organizations

Routing Lists

Groups

People

Lines of Accounting

Accession Travel

Welcome

This tool
allows you to
manage your
accounting

Maintenance Tool

This tool allows you to create and modify organizations, routing lists, groups, people, and lines of accounting. Select an option from the DTA Tools dropdown menu above.

Your Maintenance Tool Permissions:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You do **NOT** have the proper permissions access MIS
- You do **NOT** have the proper permissions access ROA



ORGANIZATIONS

DTA Maintenance Tool - Windows Internet Explorer

<https://dtscdcwebgov.defensetravel.osd.mil/dtamaint/org/promptOrgSearch.do?navId=/dtamaint/org/promptOrgSearch.do>

File Edit View Favorites Tools Help

**Defense Travel System**
A New Era of Government TravelUser Name: Helen SPAWARVA-B
Organization Access: DM2MD
Group Access: DM2MD - 2MDGP
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: January 07, 2008 - 16:43 EST

Screen ID: 7100.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

Organizations

[Search Organization\(s\)](#) | [Create Organization\(s\)](#) | [View CBA List](#) | [View Organization List](#)**Search Organization(s)**

Organization Name:

DM2MD

☐ --Include Sub-Organizations**Search**

Carol Green



User Name: Carol Green
Organization Access: DM2MD
Group Access: DM2MD - 2MDGP
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: January 07, 2008 - 16:51 EST

Screen ID: 7101.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

Organizations

[Search Organization\(s\)](#) | [Create Organization\(s\)](#) | [View CBA List](#) | [View Organization List](#)**Organization(s)** (Search Results)Organization Name: **DM2MD**Include Sub-Organizations: **Yes**

Edit				Organization Code	GDS	PCC	Ticket PCC	Company Code
Copy	Update	Delete	Reassign Personnel	DM2MD	AA	D1WA	D1WA	-D1WA-PROFILE
Copy	Update	Delete	Reassign Personnel	DM2MD2RG	AA	D1WA	D1WA	-D1WA-PROFILE
Copy	Update	Delete	Reassign Personnel	DM2MD6RG	AA	D1WA	D1WA	-D1WA-PROFILE
Copy	Update	Delete	Reassign Personnel	DM2MD8RG	AA	D1WA	D1WA	-D1WA-PROFILE
Copy	Update	Delete	Reassign Personnel	DM2MD8RG1BN	AA	D1WA	D1WA	-D1WA-PROFILE
Copy	Update	Delete	Reassign Personnel	DM2MD8RG2BN	AA	D1WA	D1WA	-D1WA-PROFILE
Copy	Update	Delete	Reassign Personnel	DM2MD8RG3BN	AA	D1WA	D1WA	-D1WA-PROFILE

1 - 7 of 7



MAINTENANCE TOOL HOME



Defense Travel System
A New Era of Government Travel

User Name: HELEN OSDPR-A

Organization Access: HTUSDPRSUB1

Group Access: HTUSDPRSUB1 - TRAVEL

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: November 13, 2007 - 10:26 EST

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools:

DTA Maintenance Home ▼

<< Select an option from the DTA Tools dropdown.

DTA Maintenance Home

Organizations

Routing Lists

Groups

People

Lines of Accounting

Accession Travel

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- You do **NOT** have the proper permissions access ROA



ROUTING LISTS

DTA Maintenance Tool - Windows Internet Explorer

<https://dtsdcwebgov.defensetravel.osd.mil/dtamaint/rl/promptRoutingListSearch.do?navId=/dtamaint/rl/promptRoutingListSearch.do>

File Edit View Favorites Tools Help

**Defense Travel System**
A New Era of Government Travel

User Name: Helen SPAWARVA-B
Organization Access: DM2MD
Group Access: DM2MD - 2MDGP
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: February 04, 2008 - 16:49 EST

Screen ID: 7200.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

Routing Lists

[Search Routing List\(s\)](#) | [Create Routing List\(s\)](#) | [View Routing List List](#) | [View Delegated Authorities List](#)**Search Routing List(s)**

Routing List Name:

Organization Name:

DM2MD

☐ --Include Sub-Organizations

Default Routing Lists Only:

☐

Carol Green



MAINTENANCE TOOL HOME



Defense Travel System
A New Era of Government Travel

User Name: HELEN OSDPR-A
Organization Access: HTUSDPRSUB1
Group Access: HTUSDPRSUB1 - TRAVEL
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: November 13, 2007 - 10:26 EST

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance****DTA Tools:**

DTA Maintenance Home ▼

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GROUPS



Defense Travel System
A New Era of Government Travel

User Name: Helen SPAWARVA-B
Organization Access: PTMCAF
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: December 13, 2007 - 12:18 EST

Screen ID: 7300.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools:

Groups



Group(s)

[Search](#) | [Create](#) | [View List](#)

Individual Group Members

[Search](#) | [Add](#) | [View List](#)

Global Membership

[Search](#) | [Add](#) | [Global Edit](#) | [View List](#)

Search Group(s)

Group Name:

Organization Owner Name:

PTMCAF



☐ Include Sub-Organizations

[Search](#)



GROUP ACCESS

- Granted to clerks, NDEA's, help desk personnel, and DTAs
- Provides anytime access to view or edit travel documents and Privacy Act Information
- User/travelers have access to their own records and privacy act information



MAINTENANCE TOOL HOME



Defense Travel System
A New Era of Government Travel

User Name: HELEN OSDPR-A

Organization Access: HTUSDPRSUB1

Group Access: HTUSDPRSUB1 - TRAVEL

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: November 13, 2007 - 10:26 EST

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools:

DTA Maintenance Home ▼

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Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**
Organization Access: DM2MD
Group Access: DM2MD - 2MDGP
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: January 15, 2008 - 13:46 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

Search People

* Required

Organization Name: * DM2MD ☐ --Include Sub-OrganizationsPerson Type: * All SSN: Last Name: First Name: Organization Access: Permission Level:



MAINTENANCE TOOL HOME



Defense Travel System
A New Era of Government Travel

User Name: HELEN OSDPR-A

Organization Access: HTUSDPRSUB1

Group Access: HTUSDPRSUB1 - TRAVEL

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: November 13, 2007 - 10:26 EST

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

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- You do **NOT** have the proper permissions access ROA



SEARCH LINES OF ACCOUNTING

Defense Travel System
A New Era of Government Travel

User Name: HELEN CARSON

Organization Access: TDZDTMOCSD

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 16, 2009 - 10:22 EDT

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Search Lines of Accounting

Label: (FY + LOA Name)

Format Map:

Organization Name:  ☐ --Include Sub-Organizations

Unbudgeted LOA(s) Only: ☐


Search



WELCOME SCREEN- BUDGETS

Logged In As: HELEN D CARSON

[Help for this screen](#)



Defense Travel System
A New Era of Government Travel

Logoff

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome HELEN D CARSON

Organization: TDZDTMOCSD

Org Access: TDZDTMOCSD

Group Access: (All)

Permission: 0,1,2,3,4,5,6

Document

My Signed

Document Name	Current Status	Departure Date	Type
No documents found.			

Self Registration Admin

DTA Maintenance Tool

Budget

Route & Review

Calculate Distance

-->

[Click Here](#)

Message Center

Please check here for messages.

Back to Top



SHOW BUDGETS - SEARCH

Travel System
Government Travel

Budget Main | Budget Maintenance | Reports

Show Budgets | Create Budget | View Journal | Mass Update Budgets

Show Budgets

To view a list of budgets, enter the selection criteria and click Show Budgets for Selected Organization(s).

Fiscal Year ▾ 2008 ▾

Organization ▾ DM2MD 🔍
Enter the organization or click on the icon to select a value

☒ Include Sub Organizations

Budget Label ▾
Enter in the format: YY XXXXXXXXXXXXXXX

SHOW BUDGETS FOR SELECTED ORGANIZATION(S)



SUMMARY

- Accountable Officials: Appointed in writing on a DD-577
- Organizations: Manages people, budgets, groups, routing lists, LOAs
- Groups: Electronic list of traveler names; used for document control
- Routing Lists: Defines order of document review
- People: Must be assigned permissions, accesses, and roles
- LOA: Permits payment for travel; linked to a budget
- Budget: Tracks travel spend; linked to a LOA
- Permission Levels & Accesses: Control functions and tasks a user can perform in DTS



ADDITIONAL TRAINING

- **Attend distance learning classes:**
 - D-115 DTA Maintenance Tool – Routing Lists
 - D-120 DTA Maintenance Tool – People
- **Complete WBTs (Web Based Trainings):**
 - DTA Maintenance Tool – Organizations
 - DTA Maintenance Tool – Groups
 - DTA Maintenance Tool – Routing Lists
 - DTA Maintenance Tool – People
 - DTA Reports



CLASS CLOSING LOBBY

Lobby set-up:

- oInstructor audio turned off
- oQuestions answered for 15 minutes
- oLobby stays open 60 minutes

Please help us evaluate:

- oComplete evaluation
- oProvide feedback

Use the lobby resources:

- oDownload class slides
- oUse links to DTMO website & TRAX



THANK YOU FOR ATTENDING DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes**

**Go to the
DTMO Website > Training Resources Center**